



New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Inventory Control Specialist 2

Posting Number: COS-2022-9

Open to: NJ State Employees

Workweek: 40 (40-hour) Workweek

Salary: (A14) \$41,698.65 — \$58,486.62

Opening Date: 6/16/2022

Closing Date: 7/1/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Office of the Chief of Staff
Emergency Management
Environmental Equipment Service Center
976 Lower Ferry Road
Trenton, NJ 08625

Scope of Eligibility: Open to permanent New Jersey State employees who meet the requirements below.

Description: Under the supervision of a supervisory official, assists in the review and analysis of all inventory systems, surveys document flow and control, and on inventory systems and practices; does other related work duties as required.

Specific to the Position: The Inventory Control Specialist 2 is responsible for creating purchase order requests for needed equipment, supplies and services. All goods and services are entered into the SlingShot warehouse management system, counted and checked against purchase orders and placed physically inside the warehouse. The ICS2 also assists customers with their request for goods, generates pick tickets, collects the items and signs these items out to the employees using the appropriate accounts. A physical inventory is also created to verify accuracy of the accounting.

Requirements

Experience: Three (3) years of experience in implementing an inventory control system, including processing, storing, shipping and receiving, and documentation.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A.

52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Note: Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Selected candidate(s) shall not be serving a working test period at the time of the appointment.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:

Melissa Burk-Pocino

Office of the Chief of Staff

E-mail Address: EXECUTIVE.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.